

UNITED STATES DEPARTMENT OF AGRICULTURE

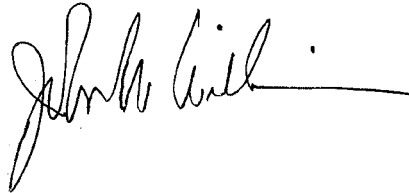
Farm Service Agency
Washington DC 20250

Notice AO-1279

For: State and County Offices

Queries for Mid-Year FY 2003 Work Measurement and Workload Automated Unit Counts

Approved by: Deputy Administrator, Management



1 Overview

A Background

Notice AO-1278 informed State and County Offices that:

- because of heavy activity in the County Offices, a modified FY 2003 mid-year workload report would be completed
- a future AO notice would be issued with instructions for completing the modified report.

B Purpose

This notice informs State and County Offices:

- that County Software Release No. 508 and State Software Release No. 417, containing the FY 2003 updated report and query software, will be mailed on **March 31, 2003**
- that the query process must be run before installing County Release No. 509
- of instructions for running the query process
- of work items which will require manual counts
- of State Office transmission deadline date
- of instructions for work measurement County Offices.

Disposal Date	Distribution
October 1, 2003	State Offices; State Offices relay to County Offices

Notice AO-1279

1 Overview (Continued)

C Contact

State Offices should direct questions about this notice to either of the following:

- Vicki Larson, BUD at 202-720-2501
- Elizabeth Hill, BUD at 202-720-9862.

2 Modified Mid-Year Report

A Modified Report Requirements

The modified workload report will consist almost entirely of queried work items. Instructions for running the queries are in subparagraphs 3 A through F of this notice. Information contained in the mid-year workload report is used in FSA's formulation of the FY 2005 budget. Because of this, certain manual entries will be required in addition to the queried items.

B Manual Entries on FSA-55-1

The following are the manual entries that will be required for the mid-year report. Unit counts should capture activity or expense from **October 1, 2002, through March 31, 2003**. County Offices are reminded to use the 3180 or 3197 terminal to access FSA-55-1 to make manual entries.

Work Item	Title and Unit Count
2159	Civil Rights Activity. (Workday) Count 1 unit for each workday that GS and CO County Office employees expend performing Consent Decree Activities. Do not include travel time in this work item.
9065	Federal Farm Loan Employee. (Workday) Count 1 unit for each GS employee pay status day for FLP employees in the County Office where the employee is physically located . If the employee travels to and services other County Offices, count all time in the employee's headquarters County Office.
9075	Aerial Compliance Costs Except RMA. (Whole Dollars) Enter all aerial compliance costs, including pilot, plane, film, and film processing. State Offices that purchase the film and prepaid mailers shall provide County Office with these costs.
9076	Leave. (Whole days) Report all leave used by GS and CO employees in the County Office where the employee is located . Headquarters County Office in shared-management should provide days to the sub-office. Include holiday, annual, sick, military, administrative, excused absence, jury duty, on-the-job injury compensation, blood donations, voting, time-off awards, and lump sum. Do not include credit hours or compensatory time since they are reported when worked.

2 Modified Mid-Year Report (Continued)

B Manual Entries on FSA-55-1 (Continued)

Work Item	Title and Unit Count
9079	Postage Meter Rental Costs. (Whole Dollars) Enter all costs for postage meter rental (check code PM). The dollar amount may be captured in the administrative County Office or designated County Office if the State Office writes the check.
9110	FSA Rent, Utilities, and Telephone. (Whole Dollars) The administrative County Office will enter the cost for FSA's share of all rent for office space, utilities, and telephone.
9111	Rent and Utilities for Sub-office. (Whole Dollars) The administrative County Office will enter the cost for FSA sub-office rent, utilities, and telephone.
9133	FSA Postage. (Whole Dollars) Enter only FSA's portion of the total postage cost in the administrative County Office.
9134	Frame Relay Costs. (Whole Dollars) The administrative County Office shall report expense for frame relay costs. The State Office may enter 1 figure in a designated County Office for the whole State.
9135	Contractor Costs. (Whole Dollars) This work item captures the cost for contractors completing farm program activity only and is paid from non-Federal funds. State Offices that pay contractor costs from County Office funds shall provide information to the appropriate County Office or enter all costs in a designated County Office.
9136	GIS Compliance Costs. (Whole Dollars) The administrative County Office shall report costs of plane, pilot, and digital imagery CD's if paid from County Office funds. State Offices that pay GIS compliance costs for County Offices shall provide information to appropriate County Offices or enter all costs in a designated County Office.

3 How to Run Queries

A Accessing Query Process

Work Measurement. Option 15, Process Work Item Queries, has been disabled on the County Office Work Measurement Main Menu. County Offices reporting work measurement shall follow instructions in subparagraphs 7 A and B.

Workload. Access query process according to 12-AO (Rev. 19), paragraph 9952 on the Mid-year COWFA Menu CFA002 (FSA-55-1). The queries capture data from October 1, 2002, through March 31, 2003, for all applicable work items.

B General Guidelines

For accurate query results, use the following guidelines.

- A dedicated system is required for the “Unlink and Link” part of the process. This process will run only once each day. County Offices will be alerted with a message when the link process is complete and other users can access the system.
- During the unlink process, error message IDDU-8548 may be encountered. If this message is received, ENTER “2” to continue. **If any other error message is encountered, County Offices should do a screen print for information purposes in case problems are discovered with a specific query count.** Do not overlook error messages received during this process since they may indicate a problem with the County Office Data Dictionaries, in which case some or all queries may not run.
- Whether using the option to run all queries or each individual query, each query should be run only once, unless otherwise instructed by an Info Bulletin and Budget Q&A.
- **Burley Tobacco County Offices only** should perform rollover before running the workload queries. If queries are run before rollover, the queries for work items 1202 and 1206 should be rerun when rollover is complete and before transmission of the workload report to the State Office.

C Queried Work Items

Work Item	Work Item Title
113	Claims Administration
114	Receivables or Claims Transferred to Promissory Notes
116	Common Receivable Administration
119	Processing Direct Deposit
201	Office Type Services Furnished to All Entities for Which Funds Are Deposited in CCC-257 Lockbox Bank (Except Government Agencies)

3 How to Run Queries (Continued)

C Queried Work Items (Continued)

Work Item	Work Item Title
205	Services Furnished to Process WRP Payments for NRCS
207	Services Furnished to Process AMA and SWCA Payments for NRCS
222	SIP Requests for Cost-Sharing
223	Report of SIP Cost-Share Payment
301	Reconstitution of Farms, Contract Acreages, Allotments, and Quotas
302	Maintaining Basic Farm and Producer Data
312	Production Flexibility Contract Payments
318	Program Payment Assignments and Joint Payment Authorizations
343	Designated Control Counties
351	NAP Actual Production History
356	Non-Insured Crop Disaster Assistance Program (NAP) Application for Coverage
357	Notice of Loss and NAP Application for Payment
374	Crop Disaster Program
375	Issuing Payments for Crop Disaster Program
380	Issuing Payments for Quality Loss Program
384	FCIC Data Reconciliation
390	Establishing Bases and Yields for Direct and Counter-Cyclical Program (DCP)
391	Updated Yields for DCP Payments
392	Signup for Direct and Counter-Cyclical Program Contracts
501	ACP and Interim EQIP Cost-Sharing Requests and Technical Determinations
504	Report of Interim EQIP and LTA Cost-Share Payments
507	EQIP Request for Contracts
508	Report of EQIP Cost-Share and Incentive Payments
509	EQIP Active Contracts
515	ECP Cost-Sharing Requests and Technical Determinations
517	Report of ECP Cost-Share Payments
526	Conservation Reserve Program Contract
527	CRP Cost-Sharing Requests and Technical Determinations
528	CRP and CREP Active Contracts
530	Report of CRP Cost-Share Payments
540	CRP Annual Rental Payments
Workload Only	

3 How to Run Queries (Continued)

C Queried Work Items (Continued)

Work Item	Work Item Title
801	Loan Applications Received for All Direct Farm Loan Programs Except Youth Loans
802	Program Eligibility Determinations for Direct Loan Applications Except Youth Loans
803	Loss Calculations and Test for Credit for EM Loan Eligibility Determinations
804	Loan Feasibility Determinations for Direct Loans Except Lo Doc Loans and Youth Loans
805	Loan Closing for Direct Loans Except Youth Loans
806	Loan Feasibility Determinations for Lo Doc Loans
807	Youth Loan Processing
821	Routine Loan Servicing for All Direct Loan Borrowers Except Youth Loans
822	Financial Analysis and Specialized Direct Loan Servicing Activities Except Youth Loans
823	Field Visits for Direct Loan Servicing Activities Except Youth Loans
825	1951-S Servicing Actions
826	Subordination of Chattel Security
827	Real Estate – Subordinations, Partial Releases, and Consent Activities
830	All Debt Settlement Activities
831	Direct Youth Loan Servicing Activities
832	Debt for Nature – Conservation Contract
901	Loan Applications Received for Guaranteed Farm Loan Programs Except PLP
902	Program Eligibility Determinations for Guaranteed Loan Applications Except PLP
903	Loan Feasibility Determinations for Guaranteed Loans Except PLP
904	Loan Closing for Guaranteed Loan Programs Except PLP
905	Preferred Lender Program Guaranteed Loan Processing
921	Routine Guaranteed Loan Servicing and Maintaining Lender Records
	Note: Query Does Not Load
1001	Banking and Collections for All Loan Programs
	Note: Query Does Not Load
1002	Real Estate Appraisals Performed by FSA Employees
1003	Chattel Appraisals Performed by FSA Employees
1004	Reviewing Real Estate Appraisals Performed by Lenders, Contract Appraisers, or Third Parties for Direct or Guaranteed Loan Making or Servicing

3 How to Run Queries (Continued)

C Queried Work Items (Continued)

Work Item	Work Item Title
1005	Reviewing Chattel Appraisals Performed by Lenders, Contract Appraisers, or Third Parties for Direct or Guaranteed Loan Making or Servicing
1106	Quota Buyout Program (QBOP)
1202	Allotments; Transfer by Lease, Sale, Release, Reapportionment, or Reallocation
1206	Lease and Transfer Under Natural Disaster Provisions
1401	Producer's Report of Acreage
1405	Acreage Determination, 0 Through 49.9 Acres, From Farm Visit
1406	Acreage Determination, 50.0 Through 499.9 Acres, From Farm Visit
1407	Acreage Determination, 500.0 Through 999.9 Acres, From Farm Visit
1408	Acreage Determination, 1000.0 Acres or More, From Farm Visit
1410	Acreage Determinations From Aerial Slides
1501	Applications Received for FSFL or SSFL Program
1502	Application Processing for FSFL or SSFL Program
1503	Loan Closing Activities for FSFL or SSFL Program
1504	Loan Servicing Activities for FSFL or SSFL Program
1601	Farm-Stored Commodity Loans
1602	Sugar-Processor Loans
1603	Warehouse Loans (Except Cotton Loans)
1604	Cotton Warehouse Loans
1605	Upland Cotton Loan Deficiency Payment
1606	Loan Deficiency Payment (Except Cotton) and GRAZE-OUT
1609 Workload Only	Number of Farm-Stored Soybean Loans
1610 Workload Only	Number of Cotton Loans
1611 Workload Only	Number of Farm-Stored Wheat Loans
1612 Workload Only	Number of Farm-Stored Corn Loans
1613 Workload Only	Number of Farm-Stored Oilseed Loans
1614 Workload Only	Number of Farm-Stored Rice Loans
1615 Workload Only	Number of Farm-Stored Grain Sorghum Loans

3 How to Run Queries (Continued)

C Queried Work Items (Continued)

Work Item	Work Item Title
1616 Workload Only	Number of Farm-Stored Barley/Oats Loans
1617 Workload Only	Number of Warehouse-stored Wheat Loans
1618 Workload Only	Number of Warehouse-stored Corn Loans
1619 Workload Only	Number of Warehouse-stored Oilseed Loans
1620 Workload Only	Number of Warehouse-stored Rice Loans
1621 Workload Only	Number of Warehouse-stored Grain Sorghum Loans
1622 Workload Only	Number of Warehouse-stored Barley/Oats Loans
1623 Workload Only	Number of Warehouse-stored Soybean Loans
1624 Workload Only	Number of Wool/Mohair Loans
1625 Workload Only	Number of Honey Loans
1627	Field Direct Loan Deficiency Payment (Except Cotton)
1628 Workload Only	Number of Farm-Stored Pulse Crop Loans
1629 Workload Only	Number of Farm-Stored Peanut Loans
1630 Workload Only	Number of Warehouse-stored Pulse Crop Loans

3 How to Run Queries (Continued)

C Queried Work Items (Continued)

Work Item	Work Item Title
1631 Workload Only	Number of Warehouse-stored Peanut Loans
1701	Commodity Loan and Loan Deficiency Payment Spot Checks
1702	Cash Commodity Loan Repayments (Except Cotton)
1703	Cash Repayment of Cotton Loans
1705	Settlement of Farm-Stored Loans and Purchases
1706	Forfeiture of Warehouse Loans (Except Cotton)
1712	Commodity Exchange Loan Repayments (Except Cotton)
1713	Commodity Exchange Repayment of Cotton Loans
1801	Milk Income Loss Contract (MILC) Program
2004	Lamb Meat Adjustment Assistance Program
2005	Issuing Payments for Apple Market Loss Assistance Program (AMLAP)
2012	LIP and FCP Activities
2013	LIP and FCP Payments
2015	Livestock Assistance Program (LAP) Application
2016	Livestock Assistance Program (LAP) Payments
2017	Signup for Livestock Compensation Program (LCP)
2021	National Pasture Recovery Program
2153 Workload Only	Number of Approve DCP Wheat Contracts
2154 Workload Only	Number of Approve DCP Feed Grain Contracts
2155 Workload Only	Number of Approve DCP Cotton Contracts
2156 Workload Only	Number of Approve DCP Rice Contracts
2161 Workload Only	Number of Approve DCP Soybean Contracts
2162 Workload Only	Number of Approve DCP Other Oilseed Contracts
2163 Workload Only	Number of Approve DCP Peanut Contracts
9082 Workload Only	Postage Costs

3 How to Run Queries (Continued)

D Detailed Query Information

The Query Workbook providing detailed explanations of each query is currently being updated for mid-year. The updated workbook will be completed by March 31, 2003, and posted to the Work Measurement/Workload Website at:

<http://dc.ffasintranet.usda.gov/BD/WorkMeasurement/WMWLHome.htm>

E FLP Guidelines

Only Type 1 County Offices should have data in any FLP work items. If a Type 2 or 3 County Office has completed collection activity and receives a printout for work item 1001, Banking and Collection for All Loan Programs, the query count should be provided to the Type 1 servicing County Office.

Queries for work item 921, Routine Guaranteed Loan Servicing and Maintaining Lender Records, and 1001, Banking and Collection for All Loan Programs, will print out a separate sheet with a query unit count. The query will not load directly into the FSA-55-1 report. County Offices shall do the following before loading the query unit count into the workload report:

- Work item 921 – verify the query counts correctly, 1 unit for each guaranteed loan borrower on March 31, 2003. If the query is not accurate, enter the correct unit count. Inform your State Office Workload Specialist if the query is **not** accurate. **State Office shall report overall accuracy of query to BUD by email to vicki.larson@usda.gov.**
- Work item 1001 – the query unit count is for each check and each loan repayment. **Do not double the query count.** Add to the query unit count 1 unit for each:
 - supervised bank account
 - disbursement from a supervised bank account
 - bank statement reconciled for a supervised bank account
 - multiple advance by check or EFT.

F Adjustment to Queried Work Items

As always, no correction to the workload reports will be allowed for queried work items in the State or County Offices. **For mid-year workload only**, no adjustments will be made at the National Office. If a County Office believes there is problem with a query unit count, the problem should be reported to the State Office and the State Office should contact BUD according to subparagraph 1 C of this notice.

4 Other Report Entries

A KC-ITSDO Entries

KC-ITSDO will enter information for the following work items:

- 101, General Office Administration
- 111, Automation Activities – General
- 120, General Program Administrative
- 9074, Rent Contracted Custodial Services, Utilities, Telephone
- 9078, Severance Payments
- 9103, Relocation Expenses

5 FSA-55-1 Validity Checks

A FSA-55-1 Data Exception and Rejection Report

Validity checks are performed on various work items on the FSA-55-1 Report at mid-year according to 12-AO, Exhibit 19. Because of the modifications to the mid-year workload process, County Offices will receive exception/rejection reports that it will not be possible to rectify.

County Offices shall take no action if they receive the following Exception messages:

- Data must be recorded in column 4 of work item 401.
- Column 4 of work item 9074 must contain data and should not exceed \$200,000.
- Column 4 for work item 2159 should not exceed column 4 for work item 2110.

6 State Office Action

A Transmission Date

State Offices are reminded that the date established for transmission of the FSA-55-1 Workload Report to KC-ITSDO is **April 24, 2003**. State Offices should instruct County Offices of deadline dates to run the query process and transmit county reports to the State Office to allow for a timely transmission of the State's Report.

B Other Requirements

State Offices are reminded to ensure that State Office Software Release No. 417 has been installed before receiving the County Office workload report transmission. State Offices should review instructions in 12-AO, paragraph 9969 to ensure that all Reporting Offices have transmitted FSA-55-1 before the State Office transmission.

Note the instructions in subparagraph 3 E of this notice to report FLP query information to BUD.

7 Work Measurement Reporting

A Work Measurement Unit Counts

Work Measurement County Offices should have been keeping track of their activity throughout the reporting period and, therefore, must enter their full second quarter unit counts. Counties should ensure that unit counts for any sub-offices that report workload separately are included in the headquarter office's work measurement report. **For queried work items only**, Work Measurement offices that reported unit counts in first quarter will have their unit counts deleted by KC-ITSDO.

Work Measurement Offices shall enter units for all applicable work items both manual and queried on FSA-54. Work Measurement offices shall use the results of the workload query process to enter the unit count for all queried work items in work measurement. A query printout will be generated during the workload query process. Some queried work items may require an additional manual count as follows.

Work Item	Manual Count Required
351	NAP Actual Production History. A manual count is required for each CCC-452 completed for 2002 and 2003 crop year.
504	Report of ACP, Interim EQIP and LTA Cost-Share Payments. A manual payment is required if partial multiple payments were issued. A partial multiple payment is when 1 payment is made for partial cost-share on multiple contracts. Partial cost-share payments on 1 contract are captured by the query.
517	Report of ECP Cost-Share Payments. A manual payment is required if partial multiple payments were issued.
526	Conservation Reserve Program Contract. A manual count is required for CRP's signed by the producer but the bid is withdrawn and never entered in the system
530	Report of CRP Cost-Share Payments. A manual payment is required if partial multiple payments were issued
1202	Allotments; Transfer by Lease, Sale, Release, Reapportionment, or Reallocation. A manual count is required for any FSA-278, FSA-278A, FSA-364, or FSA-378.
1206	Lease and Transfer Under Natural Disaster Provisions. A manual count is required for disaster leases completed after rollover.
1401	Producer's Report of Acreage. A manual unit count is required for any crop year 2002 late-filed acreage report only if determined acres have been loaded in the system.

B Deadline

Work Measurement FSA-54 Reports shall be transmitted by the State Office on **April 11, 2003.**